Commonwealth of Kentucky
Cabinet for Health and Family Services

Information Technology (IT) Policies

020.308 Out-Processing/Termination of Information Technology Personnel

Version 2.0
December 15, 2015

Revision History

Date	Version	Description	Author
5/2/2005	1.0	Effective Date	CHFS IT Policies Team Charter
12/15/2015	2.0	Revision Date	CHFS IT Policies Team Charter
12/15/2015	2.0	Review Date	CHFS IT Policies Team Charter

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020.308 Out-Processing/ Termination of Information Technology Personnel

Category: 020.300 Administrative Security

1.1 Policy

This policy outlines guidelines on how the Cabinet for Health and Family Services (CHFS) handles departure or termination of all CHFS Information Technology (IT) employees. Contracted technical personnel, will be subject to greater scrutiny than other CHFS employees. IT personnel have a level of access to Cabinet IT resources that require additional cautions. This policy will outline the measures to be taken when a termination notice is received.

All exit procedures are found on the Office of Human Resource Management (OHRM) Exiting Employees (for Supervisors) Checklist. This policy is outlined as an addition to those OHRM procedures.

1.2 Scope

This policy applies to all CHFS IT employees and contractors, including all persons providing contractor services, who use, process, or store computerized data relevant to agency business within CHFS.

1.3 Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section is responsible for the maintenance of this policy.

1.4 Applicability

All CHFS employees and contractors shall adhere to the following policies.

1.5 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy #070.203.

1.5.1 State Employees

1.5.1.1 Resignation

When an IT state employee submits their resignation, their state manager/supervisor will review the employee's level of access and determine which levels, if any, should be

immediately curtailed. It is also the responsibility of the manager/supervisor to follow exit procedures and determine the timeline by which the employee will transition their tasks to a successor. The applicable manager/supervisor will determine what resources need to be recovered (i.e. access badge, keys, cell phone, etc.) and at what point prior to the employee's departure. In case the employee is leaving state government altogether, the manager/supervisor would confer with the second level manager/supervisor in making this determination.

1.5.1.2 *Suspension/Administrative Leave*

When an employee is being suspended or placed on administrative leave, that person's network accounts will be disabled immediately during the suspension/leave period. The employee's supervisor shall notify the Commonwealth Service Desk (CommonwealthServiceDesk@ky.gov) of this and may request access to specific files of the employee. Once the employee is returned to status, the Supervisor shall request the accounts be enabled. Supervisors must follow OHRM Personnel Procedures Handbook – 4.1 Disciplinary/Corrective Action.

1.5.1.3 *Termination*

Should a situation arise where an employee who has merit status is being terminated and has been issued intent to dismiss letter. At the time the intent is issued, any administrative rights are revoked. If the applicable supervisor deems the employee a risk to Commonwealth assets, they will notify the Commonwealth Service Desk (CommonwealthServiceDesk@ky.gov) to remove all rights and privileges for that employee immediately.

Once the decision has been made to terminate an employee, the immediate supervisor, second line supervisor, or personnel liaison will retrieve all state-owned resources/property (i.e. keys, access badge, laptop computer, cell phone, etc.). The terminated employee is prohibited from having any unsupervised access to the network. If it is determined that the former employee is to be allowed to recover email messages, addresses, or any personal documentation, the immediate supervisor will remain with that employee until the task is complete.

1.5.2 Contracted Employees

When a contractor departs, the applicable state manager/supervisor will notify the Commonwealth Service Desk (CommonwealthServiceDesk@ky.gov) that all rights and privileges for that contractor are to be revoked immediately. It is the responsibility of the state manager/supervisor to retrieve all state-owned resources/property and location access.

1.6 Review Cycle

Annual

1.7 Cross References

- CHFS IT Policy: 070.203-Exceptions to Standards and Policies Policy
- OHRM Personnel Forms: Exiting Employees (for Supervisors) Checklist
  https://chfsnet.ky.gov/ohrm/Pages/PersonnelandPayrollForms.aspx
- OHRM Personnel Procedures Handbook: Section 4.1-Disciplinary/Corrective Action
  https://chfsnet.ky.gov/ohrm/pphb/Pages/41DisciplinaryCorrectiveAction.aspx
- National Institute of Standards and Technology (NIST) Special Publication 800-53 Revision 4
- Internal Revenue Service (IRS) Publication 1075